



City of Rockford – Customer Service Center
1st floor, City Hall, 425 E. State Street, Rockford, IL 61104
779-348-7300

LICENSE APPLICATION – AUCTION

THIS APPLICATION MUST BE ACCOMPANIED BY THE LICENSE FEE.

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Applicant Address: \_\_\_\_\_
Street City, State, Zip

Applicant Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Location of Auction: \_\_\_\_\_

Dates & Length of time for Auction: \_\_\_\_\_

Name & Address of Owner(s) of merchandise to be auctioned (attach additional sheets for multiple owners):

\_\_\_\_\_
\_\_\_\_\_

Additional Requirements: **Fee: Annual Auction License \$142.00; Daily Auction License \$27.00 per day**

A copy of the full & complete inventory of merchandise/stock to be sold.

The merchandise being sold shall be properly numbered and tagged to correspond to the inventory items. Only items identified on the inventory shall be sold. Every auctioneer shall keep a permanent record of each sale with a description of the item sold and the name and residence of the purchaser.

It shall be the duty of the every auctioneer who shall offer for sale any watch, plate or jewelry of any kind, to announce to the persons present, in a loud voice whether the same is gold, gold plate, silver, silver plate, or base metal, before proceeding to sell the same. No person shall sell any diamonds or other precious stones or any jewelry set with diamonds or other precious stones at public venue, auction or outcry within the City between the hours of 6:00 in the evening and 8:00 the following morning.

It shall be the duty of every auctioneer to report to the police department any article or thing which was sold to him or which is offered to him for purchase and resale if he shall have reason to believe that the article or thing was stolen.

I submit this application with the appropriate documentation and payment and will adhere to the provisions of the ordinance.

\_\_\_\_\_
Signature Date

FOR OFFICE USE ONLY:

Date application received: \_\_\_\_\_ Received By: \_\_\_\_\_

License fee attached: YES / NO Final Action due: \_\_\_\_\_ (21 days from receipt)

Zoning: Approved / Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_

Building: Approved / Disapproved: By: \_\_\_\_\_ Date: \_\_\_\_\_

Finance: Final Action (check one):

\_\_\_ Approved and issued on \_\_\_\_\_ By \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_ Returned as incomplete on \_\_\_\_\_ By \_\_\_\_\_

\_\_\_ Denied in writing on \_\_\_\_\_ By \_\_\_\_\_